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28 July 1971

MEMORANDUM FOR: Director, Basic and Geographic Intelligence  
Director of Current Intelligence  
Director of Economic Research  
Director of Strategic Research  
Director, National Photographic Interpretation  
Center  
Director, Imagery Analysis Service  
Director, Domestic Contact Service  
Director, Foreign Broadcast Information  
Service  
Director, Central Reference Service  
Chief, Information Requirements Staff  
Chief, Special Research Staff  
Chairman, COMIREX  
Chief, DDI Planning Staff  
Chief, DDI Administration Staff

SUBJECT : DDI Guidelines for Presidential Libraries  
Program

REFERENCE :  Agency Participation in  
Presidential Libraries Program

1. The Agency participated with other Government agencies in contributing to the Kennedy and Johnson Presidential Libraries. In June 1969, the Richard M. Nixon Foundation, a corporation which will include a library and museum, was established at Whittier, California. The National Archives and Records Service (NARS), the controlling agency for the Presidential Libraries Program, is expected to issue a call this fall for contributions to the Nixon Library.

2. This memorandum offers the preliminary guidelines for contributions to the Nixon Library. The guidelines are based on experience gained from the Kennedy and Johnson Library programs. More specific guidelines will be issued as the Nixon Library program progresses.

A. The Director wishes to have the Agency properly record, identify and assemble our contributions to the Presidential decision process on foreign affairs, national security, and intelligence matters.

B. NARS will also provide guidance on materials desired for inclusion in the Nixon Library. In the case of the Johnson Library NARS wanted anything known to have been seen by Johnson, anything discussed with him and anything which had significant impact during his tenure in office.

3. As in the past the Agency's contributions will be segregated into two collections.

A. Less sensitive material. i.e. FBIS reports, unclassified briefing papers, and Presidential photographs with Agency personnel. These papers will be collected and inventoried and prepared for shipment to the Nixon Library when requested by NARS.

B. Sensitive and classified documents. Regardless of their sensitivity, classification or scarcity, Intelligence Directorate documents which have been sent to the White House and the President will be assembled for eventual inclusion in the Nixon Library. The Agency will propose that these documents be kept under originating Directorate control either at Headquarters [redacted]

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4. In some cases the contributions from some areas of the Intelligence Directorate will present problems of bulk and variety. Where this occurs, the component representative and DDI Representative will select the materials for the Nixon Library. (Sensitivity and classification will not be factors, however.)

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5. [redacted] CIA Librarian, has been nominated to represent this Directorate in the Agency Program. He will be assisted by [redacted] Chief of Acquisition and Dissemination Division, CRS.

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6. Each addressee is requested to submit the name of its representative to [redacted] by 7 August 1971. Shortly after that date, a meeting of all DDI representatives on the Nixon Libraries program will be called by this office for planning purposes.

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7. Provisions should be made now for the assembling and recording of each component's papers in their own offices and eventual forwarding of the materials to the central DDI collection point to be located in 1H-1107. Space has been reserved at the Records Center [redacted] for the DDI contributions to the Nixon Library.

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[redacted]  
Edward W. Proctor  
Deputy Director for Intelligence

Distribution:

- 1 - Each Addressee
- 1 - DDI Chrono
- ① [redacted] / CIA Librarian
- ① - DDI (Presidential Libraries file)

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DATE: 9 July 1971

TO: Mr. Walsh

FROM: [REDACTED]

SUBJECT: Presidential Libraries Program

REMARKS: This rather cumbersome package represents a good deal of work on the part of someone in DDS. It is a much needed effort to consolidate our approach on servicing Presidential Libraries.

In his covering memorandum, Col. White asks us to designate a representative who would be the central peg point in the Directorate, and to review the proposed guidelines. I asked [REDACTED] to go over this package as he was deeply involved in the Johnson Library Program. [REDACTED] thought the guidelines as presently drafted were adequate to the task. I then conferred with Harry Eisenbeiss who obviously will have to bear most of the burden. We agreed that [REDACTED] would be the right person to be appointed as our representative.

John is going to have his work cut out for him, particularly in answering the requirement to maintain a list of documents sent to the White House.

If you approve, please sign the attached memorandum to Col. White.

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*Signed  
9 July '71*

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9 July 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Deputy Director for Intelligence  
Representative on the Presidential  
Libraries Program

25X1 1. Your memorandum of 28 June asked that this  
Directorate appoint a representative for the Presi-  
dential Libraries Program. I would like to designate  
[redacted] as our representative. He will be  
assisted, when necessary, by [redacted] Both  
25X1 officers are in the Central Reference Service.  
[redacted] is the CIA Librarian.

2. We have reviewed the proposed guidelines for  
the Libraries Program and at this time would make no  
recommendation for change.

PAUL V. WALSH  
Acting Deputy Director  
for Intelligence

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28 JUN 1971

MEMORANDUM FOR: Deputy Director for Science & Technology  
Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Support  
Inspector General  
General Counsel  
Legislative Counsel  
Director of National Estimates

SUBJECT : Presidential Libraries Program

REFERENCE : [ ] Agency Participation in Presidential  
Libraries Program

1. Attached is a recently completed study on the Presidential Libraries Program. I agree with the conclusions and have approved the recommendations.

2. As a first step, please appoint a senior official, preferably one reporting directly to you, as your representative for the Presidential Libraries Program. He will be provided guidance and assistance by the Chief, Support Services Staff/DDS until such time as the National Archives and Records Service issues a call for contributions to the Nixon Library. At that point the Director will appoint a senior Agency official who will be charged with the overall organization and management of the Nixon Library Project.

3. Once appointed your representative should do the following:

a. Establish a central point within your Directorate or Independent Office to maintain a listing of documents sent to the White House or National Security Council.

b. Review the DCI guidelines (Tab C to attached Staff Study) and your Directorate's previous guidelines for the Johnson Library and provide recommendations through you to me for updating guidelines for the Nixon Library.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

c. Establish a means for identifying and assembling documents for the Presidential Library collection effort (based on criteria approved by the DCI for the Nixon Library). Documents may be held within Directorates or Independent Offices under whatever controls you wish to impose.

6. Please advise me by 15 July who your representatives will be. Your recommendations for new guidelines on contributions to the Nixon Library would be appreciated by 1 August. Shortly thereafter I will review them with the Director and advise.



L. K. White  
Executive Director-Comptroller

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Attachment:

Staff Study: Presidential Libraries and the Agency - w/Attachments

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